

**MINUTES  
OF THE WORK SESSION OF THE  
EDINA CITY COUNCIL  
HELD AT CITY HALL  
MAY 3, 2011  
5:35 P.M.**

Mayor Hovland called the meeting to order at 5:35 p.m. in the Community Room of City Hall. Answering rollcall were Members Bennett, Brindle, Sprague, Swenson and Mayor Hovland. Advisory Board and Commission Chair present included: Bill McCabe, Art Center Board; Tom Gump, Construction Board of Appeals; Mary Jo Kingston, Edina Community Health Committee; Diane Plunkett Latham, Energy and Environment Commission; Joel Stegner, Heritage Preservation Board; Jessica Kingston, Human Rights and Relations Commission; Joseph Hulbert, Park Board; Floyd Grabel, Planning Commission; and Jennifer Janovy, Transportation Commission.

Staff attending the meeting included: Jennifer Bennerotte, Communications & Marketing Director; Sherry Engelman, City Sanitarian; Wayne Houle, Engineer/Public Works Director; Susan Howl, Administrative Assistant; Steve Kirchman, Building Official; Debra Mangen, City Clerk; Scott Neal, City Manager; Joyce Repya, Associate City Planner; Ceil Smith, Assistant to the City Manager; Jesse Struve, Utility Engineer; Jack Sullivan, Assistant City Engineer; and Cary Teague, City Planning Director.

Mayor Hovland stated the purpose of the meeting was to allow the Council to meet with all Chairs of their advisory boards, commissions and committees.

***FILMING AND REBROADCASTING MEETINGS***

The Council and the Board/Commission/Committee Chairs discussed filming and rebroadcasting of the various bodies' meetings. Currently all Park Board, Planning Commission and Transportation Commission meetings are held in the Council Chambers and are filmed for rebroadcast and web streaming. Council members identified three possible schedules for filming and broadcasting board and commission meetings: 1) continue videotaping all Park Board and Transportation Commission meetings as done currently; 2) hold on-camera Park Board and Transportation Commission meetings quarterly and as needed for public hearings; and 3) Require every board and commission (except Construction Board of Appeals) to hold at least one annual on-camera meeting.

***STANDARDIZATION OF AGENDAS, BYLAWS, MINUTES AND MEETING PROTOCOL***

Manager Neal explained the desire that citizens find a uniform look regardless which body's agenda, minutes or packets they were perusing on the City's website or in person. To that end, he presented reformatted agendas of the various bodies' March 2011 meeting. The new format will begin to be used with the May 2011 meetings. Staff will disseminate the form to the various liaisons. A standardized form of Commission/Board/Committee Bylaws will be drafted and distributed for use in the near future. Staff will work with liaisons on standardizing the format of minutes and meeting packets. Meeting packets will be posted online.

***WORKING GROUP, SUBCOMMITTEE AND TASK FORCE PROTOCOL***

Commissioner Latham shared how the EEC manages its working groups. It was noted that until bylaws have been adopted, the various bodies must have the City Council authorize the formation of subcommittees or working groups. The formation of such bodies would be another way to involve

citizens interested in serving the community. However, such bodies must also comply with the Open Meeting Law.

***COMMISSIONER ORIENTATION AND TRAINING***

Mr. Neal stated a possible orientation could cover: role of advisory boards and commissions, Minnesota Data Practices, liability issues for members of advisory boards and commissions, the Open Meeting Law, the City's organizational chart and the City budget as it pertained specifically to the various boards and commissions. There was also desire expressed for specialized training in the various subject matters that boards and commissions address in doing their work.

***SYNCHRONIZATION OF B&C WORK PLANS AND CITY COUNCIL PRIORITIES***

Holding an annual meeting with the Chairs of all advisory bodies and the City Council was deemed a good way to bridge the synchronization of works plans and priorities of all concerned parties.

***WEBSITE PRESENCE***

It was noted that the City's website was currently being reviewed and redesigned and that each advisory board, committee and commission will have a presence on the website.

Mayor Hovland adjourned the meeting at 6:55 p.m.

Respectfully submitted,

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Debra A. Mangen, City Clerk

Minutes approved by Edina City Council, May 17, 2011  
and amended June 7, 2011

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James B. Hovland, Mayor